



How The 6/3 Punch Rounding Rounds Punches IN And Out

Punch Time Rounding works differently on IN punches and OUT punches. The **6 Minute 3 Breakpoint** configuration will round the punch to the 1/10 hour based the punch being an in punch or an out punch:

- On an **IN Punch**, the Breakpoint is counted 3 minutes **forward** from the beginning of the time interval to determine how the punch will round. Any punch that occurs after the breakpoint rounds forward.
- On an **OUT Punch**, the Breakpoint is counted 3 minutes **backward** from the end of the time interval to determine how the punch will round. Any punch that occurs before the breakpoint rounds backward.

For example, in using 6 Minute 3 Breakpoint Rounding unit:

- If the employee punches in at 8:03AM, the punch will round forward to 8:06AM
Since 8:03AM is 3 minutes after 8:00AM, the punch will round forward to 8:06AM.
- If the employee punches out at 4:33PM, the punch will round backward to 4:30PM
4:33PM does not fall within the breakpoint of the rounding unit. On an out punch, the breakpoint is counted from the end of the interval. Using 6/3, the 3 minutes counted from the end of the time interval. In this instance, 4:36PM is the starting point. Counting backward from 4:36PM, the punches that occur up to 4:33PM would round back to 4:30PM.

The rounding units cannot be adjusted. This chart shows how punches will round when calculating an employee's total hours.

6/3 IN Punch Rounding

Punch IN	Rounds To						
:00	:00	:15	:18	:30	:30	:45	:48
:01	:00	:16	:18	:31	:30	:46	:48
:02	:00	:17	:18	:32	:30	:47	:48
:03	:06	:18	:18	:33	:36	:48	:48
:04	:06	:19	:18	:34	:36	:49	:48
:05	:06	:20	:18	:35	:36	:50	:48
:06	:06	:21	:24	:36	:36	:51	:54
:07	:06	:22	:24	:37	:36	:52	:54
:08	:06	:23	:24	:38	:36	:53	:54
:09	:12	:24	:24	:39	:42	:54	:54
:10	:12	:25	:24	:40	:42	:55	:54
:11	:12	:26	:24	:41	:42	:56	:54
:12	:12	:27	:30	:42	:42	:57	:00
:13	:12	:28	:30	:43	:42	:58	:00
:14	:12	:29	:30	:44	:42	:59	:00

6/3 OUT Punch Rounding

Punch OUT	Rounds To						
:00	:00	:15	:12	:30	:30	:45	:42
:01	:00	:16	:18	:31	:30	:46	:48
:02	:00	:17	:18	:32	:30	:47	:48
:03	:00	:18	:18	:33	:30	:48	:48
:04	:06	:19	:18	:34	:36	:49	:48
:05	:06	:20	:18	:35	:36	:50	:48
:06	:06	:21	:18	:36	:36	:51	:48
:07	:06	:22	:24	:37	:36	:52	:54
:08	:06	:23	:24	:38	:36	:53	:54
:09	:06	:24	:24	:39	:36	:54	:54
:10	:12	:25	:24	:40	:42	:55	:54
:11	:12	:26	:24	:41	:42	:56	:54
:12	:12	:27	:24	:42	:42	:57	:54
:13	:12	:28	:30	:43	:42	:58	:00
:14	:12	:29	:30	:44	:42	:59	:00